

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
JUNE 24, 2020, 7:30 P.M.
ONLINE VIA GOTO MEETING**

MINUTES

1. **Call to Order.** President Graber called the meeting to order at 7:31 p.m.
2. **Roll Call.** Members present: Trustee Carissa Dougherty, Trustee Swapna Gigani, Trustee David Humphreys, Trustee Barnali Khuntia, Trustee Kim Stapleton, President Jonathan Graber. Absent: None.

Also present: Director Julie Milavec, Assistant Director Jen Ryjewski, Executive Assistant Katelyn Vabalaitis, Media Lab Coordinator Ed Bromiel, Cheryl Pawlak, Ed Pawlak.

3. **Welcome to Visitors.** President Graber welcomed visitors and thanked them for their interest in the library.
4. **Approval of Minutes.**
 - a. May 27, 2020. It was moved by Humphreys and seconded by Gigani THAT the Minutes of the May 27, 2020 Regular Monthly Meeting be approved as presented. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.
5. **Financial Matters.**
 - a. May 2020 Financial Report. Milavec presented the report. The library is 42% through the year. The revenue report shows the first small payment of property taxes. The 2020 Illinois Public Library Per Capita Grant has yet to arrive. The State has assured libraries that the grant will be paid at the amount initially awarded. Milavec noted some unusual suppliers listed under expenditures, which are all PPE suppliers. Building Operations Director Ian Knorr is buying as much PPE as he can from whoever has it in stock. The Maintenance Supplies budget lines will be significantly over budget, as that is where all of the PPE is being charged. The library is hoping for some of the cost to be offset by the FEMA grant, which Assistant Director Jen Ryjewski is currently completing.
 - b. June 2020 Invoices. It was moved by Dougherty and seconded by Khuntia THAT the payment of June 2020 operating invoices totaling \$84,069.51, the acceptance of June 2020 credit memos totaling \$152.69, and the ratification of May 2020 payrolls totaling \$229,392.90 be approved. Roll call: Ayes:

Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None.
Abstentions: None.

6. **Public Comment on Agenda Items.** President Graber invited comment. There was none.

7. **Public Comment on Other Library Business.** President Graber invited comment. There was none.

8. **New Business.**

- a. Resolution 2020-1 Approving and Adopting Revised Anti-Discrimination and Anti-Harassment Policy. As a result of the new Illinois Workplace Transparency Act, anti-harassment policies need to be updated to include elected official on elected official harassment or discrimination. President Graber noted a typographical error in Exhibit A, so an amended version of the Resolution will need to be approved.

It was moved by Khuntia and seconded by Stapleton THAT the Resolution 2020-1 Approving and Adopting Revised Anti-Discrimination and Anti-Harassment Policy with removal of the word “employee” in Section 3.39-4 be approved. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.

- b. Capital Needs Assessment 2020 Update. Building Operations Director Ian Knorr made all of the changes and updates to the Capital Needs Assessment Report, which was originally created in 2017. In 2018, the Board approved shifting some of the projects around. This 2020 update includes all of the projects Ian has been able to accomplish outside of the library’s Capital Replacement Fund. He also updated some cost projections and included two new high-dollar projects, including the electrical relay panel replacement slated for 2020 and elevator modernization slated for 2022. This year’s masonry project came in significantly under budget, which will help with the addition of the two new projects. The updated VAV boxes are also included in the report.

With the annual transfer of \$350,000 from the Operating Fund through the end of 2027, the Capital Replacement Fund will allow the library to complete all of the planned projects and still maintain over one million dollars in the Capital Replacement Fund in 2027. This will set the library up to plan the next round of projects and next set of interior renovations.

It was moved by Humphreys and seconded by Gigani THAT the Capital Needs Assessment Report 2020 Update to Projects and Estimated Costs be approved as presented. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.

- c. 2021 Preliminary Budget Drafts. Milavec provided eight versions of the budget for the Board. The salary and wage increases are at a 1.9% increase across the board, which would re-benchmark the salary schedule for 2021. Milavec also provided a 3% increase that would allow a small merit increase for staff. The full implementation of the merit increase system is not realistic for 2021, but Milavec would like to reward some of the staff who were essential personnel throughout the COVID crisis.

On the levy side, Milavec provided four versions, showing a flat levy, 1%, 2%, and 3% increase. The difference between the two expenditure levels is less than \$35,000. All other expenditure lines outside of salary lines are equal across the board. There is a 15% increase across the board on all insurance lines as it is too early to receive estimates. On the revenue side, there is a \$166,000 difference between a 0% and 3% levy increase.

The Board discussed staff increases and agreed that a 1.9% increase plus a discretionary fund for Milavec to give small merit increases to select staff would be appropriate in the current situation. Milavec was asked to prepare two drafts for the July Board meeting showing 0% and 2% levy increases, both with 1.9% staff increases and with a discretionary fund for merit increases.

- d. COVID-19 Response and Reopening Phasing Plan. Library staff are contemplating Phase 3 of the library's reopening plan and are looking to make an official announcement on Monday. This would include limited hours and limited public service. The limited hours allow staff to be in the building before and after the public is present, to be able to shelve materials and prepare the building. There will be a building capacity limit as well as area capacity limits. There are arrows on the floor, PR is working on signs, and designated queuing areas are being created. Masks will be required in the library. Any patrons not wearing masks will be asked to use curbside service or request another accommodation. There will be a form on the website where patrons can submit their accommodation requests. The first round of results has been received from the REALM study about library materials and the library can now reduce quarantine time from seven days to three days. Any items pulled off the shelf and returned to a cart will also be quarantined.

It was moved by Dougherty and seconded by Khuntia THAT the Library Director continue to be authorized to make temporary policy changes in consultation with the Board President and within parameters of COVID-19 Response and Reopening Phasing Plan as presented. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.

9. **Unfinished Business.** There was none.

10. **Library Director's Report.** Milavec presented the report. She gave a shout out to Library Volunteer Extraordinaire Robert Reich, who has volunteered for eleven years and has to retire from his volunteer role. The library is very grateful for his service and he will be sorely missed. Library staff have purchased a Garden Walk brick to recognize his service. The library's new initiative can be found at dglibrary.org/lilfe-2020. This is a new 2020 memories project, which is an expanded version of the COVID-19 memories project. The library's official announcement about reopening will be going to the public on Monday. Milavec noted that the Board would most likely be meeting in person for its July meeting. Staff will be looking into the logistics to provide proper distancing for attendees. Milavec thanked the Board for making a strong public statement about the killing of George Floyd, the library's support of people of color, and promoting the rights of everyone in the library.

11. **Trustee Comments and Requests for Information.**

Trustee Humphreys thought it was a very productive meeting and is fine with meeting virtually as long as it is needed. He strongly supports zero tolerance on masks and said staff can blame the Board if patrons complain. He was pleased to see a reading list for Pride materials and a resource list for Black Lives Matter. Trustee Humphreys is proud to live in Downers Grove and commended the Village's strong stance taken on current events.

Trustee Dougherty was glad to hear the library's Diversity, Equity, and Inclusion project is going to be restarted. She also inquired about using Zoom for library meetings rather than GoToMeeting.

12. **Adjournment.** President Graber adjourned the meeting at 8:57 p.m.